

## JOB AID

### Creating a New Project Disclosure

**NOTE:** MSU's [Faculty/Academic Staff Conflict of Interest Policy](#) requires that all MSU faculty and academic staff submit **disclosures of all significant financial interests** related to their MSU responsibilities. For more information on MSU's Conflict of Interest policies, and what constitutes a significant financial interest, go to [www.coi.msu.edu](http://www.coi.msu.edu).

#### WHO:

- Individuals appointed through the academic personnel system with research, teaching, outreach, or service institutional responsibilities
- Individuals who have independent responsibility for proposing, conducting, or reporting the results of University research and other sponsored projects
- Examples of those who may be required to disclose include:
  - ✓ Fixed term and tenure track professors
  - ✓ Postdoctoral fellows
  - ✓ Research associates
  - ✓ MSU extension positions (e.g. program directors, specialist, etc.)
  - ✓ Principal Investigators, Co-investigators, and Key Personnel listed on research proposals

#### WHEN:

- Project Disclosures can be submitted for Proposal Development, Institutional Proposal or Award e-Docs
- MSU researchers must tender Project Disclosures even if they have no Significant Financial Entities

**NOTE:** New Project Disclosures can only be made for Proposals that have been submitted into routing—Proposal Development e-Docs that are only saved in the KC system do not provide the link for disclosing for that project. Disclosures can also be created for Institutional Proposals and Awards.

#### HOW:

##### To complete a Project Disclosure in KC

1. Login in to KC.
2. From the KC Main Menu, with the **Researcher** tab selected, click on the **Complete Disclosure for a Research Proposal** link in the **Conflict of Interest** channel.

The screenshot shows the Kuali COEUS system interface. At the top, there is a navigation bar with tabs for 'Researcher', 'Unit', 'Central Admin', 'Maintenance', and 'System Admin'. The user is logged in as '409-2017-01-2'. Below the navigation bar, there are several sections: 'Messages Of The Day' with a message about 'PROD Support - Phase 1B Pilot Code - 2/3-2/6 PROD Refresh'; 'Proposals' with links like 'Create Proposal' and 'All My Proposals'; 'Awards' with 'Awards in Progress' and 'All my Awards'; and 'Negotiations' with 'All My Negotiations'. On the right side, there is a 'Conflict of Interest' sidebar with sections for 'COI Disclosures', 'Disclosure Information', and 'Disclosure Review'. A red box highlights the link 'Complete Disclosure for a Research Proposal' under the 'COI Disclosures' section.

- The **New Projects for Disclosure** screen appears. This screen contains three tabs. All the Reporter’s research projects—new Proposals, Institutional Proposals and Awards that do not yet have completed project disclosures—will be listed.

**New Projects For Disclosure**

expand all collapse all

New Proposals for disclosure

Proposal Number	Proposal Title	Sponsor	start Date	End Date	Action
130	\$D agreement	NIH	2015-03-01	2016-02-29	Report Col
139	\$D agreement	NIH	2015-03-01	2016-02-29	Report Col
178	Routing	Affiliated Hospitals Center, Incorporated	2015-04-01	2016-03-31	Report Col
776	TY - Quick Guide reference-2	NIH	2015-03-01	2017-02-28	Report Col
910	TY - Quick Guide reference	NIH	2015-03-01	2017-02-28	Report Col
1079	TY - Quick Guide reference-Approvers	NIH	2015-03-01	2017-02-28	Report Col
1093	TY - Quick Guide reference	NIH	2015-03-01	2017-02-28	Report Col
1113	TY - Quick Guide reference	NIH	2015-03-01	2017-02-28	Report Col
1114	LMO - The effects of political advertisements on primates	NIH	2015-03-01	2017-02-28	Report Col
1082	TY - Job Aide Approvers of Prop Dev docs	NIH	2015-03-01	2017-02-28	Report Col
1132	\$D agreement	NIH	2015-03-01	2016-02-29	Report Col

New Institutional Proposals for disclosure

Institutional Proposal Number	Institutional Proposal Title	Sponsor	start Date	End Date	Action
00001037	TY - Quick Guide reference-2	NIH	2015-03-01	2016-02-28	Report Col
00001335	Testing Stuff	NIH			Report Col
00000076	Does Retail Therapy Mitigate S.A.D.?	NIH			Report Col

New Awards for disclosure

Award Number	Award Title	Award Date	Action
000074-00001	Does Retail Therapy Mitigate S.A.D.?	2015-02-01	Report Col
000589-00001	TY - Quick Guide reference		Report Col

3. Locate the Proposal, Institutional Proposal, or Award on the left side of the screen. In the **Action** column on the right side, click the appropriate **Report Coi** link.

	<b>Sponsor</b>	<b>start Date</b>	<b>End Date</b>	<b>Action</b>
	NIH	2015-03-01	2016-02-29	<a href="#">Report Coi</a>
	NIH	2015-03-01	2016-02-29	<a href="#">Report Coi</a>
	Affiliated Hospitals Center, Incorporated	2015-04-01	2016-03-31	<a href="#">Report Coi</a>
	NIH	2015-03-01	2017-02-28	<a href="#">Report Coi</a>
	NIH	2015-03-01	2017-02-28	<a href="#">Report Coi</a>
	NIH	2015-03-01	2017-02-28	<a href="#">Report Coi</a>
	NIH	2015-03-01	2017-02-28	<a href="#">Report Coi</a>
	NIH	2015-03-01	2017-02-28	<a href="#">Report Coi</a>
	NIH	2015-03-01	2017-02-28	<a href="#">Report Coi</a>
	NIH	2015-03-01	2017-02-28	<a href="#">Report Coi</a>
	NIH	2015-03-01	2016-02-29	<a href="#">Report Coi</a>

- The KC COI Disclosure screen displays with the Reporter panel open, showing the Reporter’s contact information.

4. Click on the **show** button to show the **COI Screening Questionnaire (Incomplete)\*** subpanel.

\*If you have already completed an Annual Disclosure, the COI Screening Questionnaire will be labeled as (complete).

- The subpanel asks a question:

“Do you have any significant financial interests related to your MSU responsibilities?”

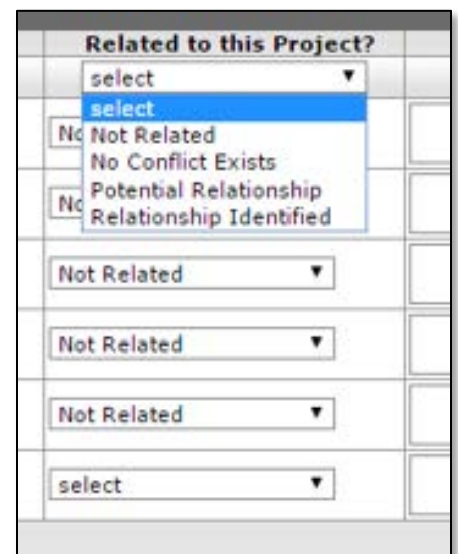
5. Answer **Yes** or **No** by clicking on the appropriate button. If you have already disclosed Financial Entities, the COI Screening Questionnaire will be automatically answered as Yes.

### If You Have Previously Reported Financial Entities

If you have previously reported Financial Entities, the system will display them under the Project & Financial Entity Relationships panel.

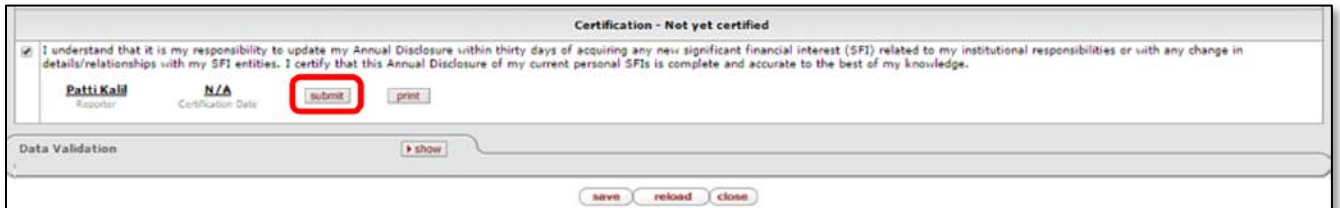
Project & Financial Entity Relationships			
Award Number: 000546-00001			
Title: [REDACTED]			
Financial Entities (5/6 Reviews Complete)			
Review	Entity	Related to this Project?	Comments
	<a href="#">new financial entity</a>	<a href="#">select</a>	
<a href="#">view</a> <a href="#">edit</a> <a href="#">history</a>	A dog, a panic in a pagoda (I edited this)	Not Related	
<a href="#">view</a> <a href="#">edit</a> <a href="#">history</a>	E2ETC-08	Not Related	
<a href="#">view</a> <a href="#">edit</a> <a href="#">history</a>	Go eat a salami, I'm a lasagna hog	Not Related	
<a href="#">view</a> <a href="#">edit</a> <a href="#">history</a>	Lisa Bonet ate no basil	Not Related	
<a href="#">view</a> <a href="#">edit</a> <a href="#">history</a>	Oozy rat in a sanitary zoo	Not Related	
<a href="#">view</a> <a href="#">edit</a> <a href="#">history</a>	Test 1/24/2017	<a href="#">select</a>	

You will be asked to indicate whether each of the entities is related to the research project. You can make a selection for each individual entity, row-by-row, or you can make a selection for all of them as appropriate using the drop-down feature at the top of the column.



### Answering No to the Screening Questionnaire

If the answer to the Screening Questionnaire is No, scroll to the bottom of the page, place a checkmark in the **Certification** check box. This will expand the section, showing the **submit** and **print** buttons.



Click **submit**.

- You will then be brought to a new page and asked another question:

*Do you have any other significant financial interests related to your MSU responsibilities to report? Answering 'no' means you certify that your current disclosure of personal significant financial interests related to this project and to your other MSU responsibilities is complete and accurate to the best of your knowledge.*



- Answering **No** will return you to the KC COI Disclosure screen. The Document Header will show that the disclosure status is **Routed for Review: Submitted For Review**.

<b>Document Id:</b>	22645	<b>Disclosure:Review Status:</b>	Routed for Review : Submitted For Review
<b>Status:</b>	Under COI Office Review	<b>Reporter:Created:</b>	deminkto:03/11/2016
<b>Last Updated:</b>	01:29 PM 03/11/2016	<b>Disclosure Number:</b>	1000697357

- Answering **Yes** will launch the **New Financial Entity** tab of the **Financial Entities** screen. Fill out the fields and answer all the questions posed. For detailed instructions on completing this tab, refer to the job aid entitled “Enter a New/Changed Financial Entity.”

After entering Financial Entity information, you will return to the KC COI Disclosure screen. Scroll to the Project & Financial Entity Relationships panel and select an appropriate answer for “Related to this Project?” (see the **If You Have Previously Reported Financial Entities** section above). Then scroll to the bottom of the page again and place a checkmark in the Certification check box. This will expand the section, showing the **submit** and **print** buttons.

Certification - Not yet certified

I understand that it is my responsibility to update my Annual Disclosure within thirty days of acquiring any new significant financial interest (SFI) related to my institutional responsibilities or with any change in details/relationships with my SFI entities. I certify that this Annual Disclosure of my current personal SFIs is complete and accurate to the best of my knowledge.

Patti Kalil Reporter      N/A Certification Date      **submit**      print

Data Validation

Click **submit**. The Document Header will show that the disclosure status is **Routed for Review: Submitted For Review**.

<b>Document Id:</b>	22645	<b>Disclosure:Review Status:</b>	Routed for Review : Submitted For Review
<b>Status:</b>	Under COI Office Review	<b>Reporter:Created:</b>	deminkto:03/11/2016
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### Answering Yes to the Screening Questionnaire

Answering **Yes** means that you have Significant Financial Interests related to your MSU responsibilities. After you click **submit**, KC will ask a question:

*Based on your answer to the screening questionnaire, you must have at least one active financial entity to submit this disclosure. Do you want to add a financial entity at this time?*

- Clicking Yes will launch the **New Financial Entity** tab of the **Financial Entities** screen. Fill out the fields and answer all the questions posed. For detailed instructions on completing this tab, refer to the job aid entitled "Enter a New/Changed Financial Entity."

After entering Financial Entity information, you will return to the KC COI Disclosure screen. Scroll to the Project & Financial Entity Relationships panel and select an appropriate answer for "Related to this Project?" (see the **If You Have Previously Reported Financial Entities** section above). Then scroll to the bottom of the page again and place a checkmark in the Certification check box. This will expand the section, showing the **submit** and **print** buttons.

Certification - Not yet certified

I understand that it is my responsibility to update my Annual Disclosure within thirty days of acquiring any new significant financial interest (SFI) related to my institutional responsibilities or with any change in details/relationships with my SFI entities. I certify that this Annual Disclosure of my current personal SFIs is complete and accurate to the best of my knowledge.

Patti Kalil Reporter      N/A Certification Date      **submit**      print

Data Validation

Click **submit**. The Document Header will show that the disclosure status is **Routed for Review: Submitted For Review**.

<b>Document Id:</b>	22645	<b>Disclosure:Review Status:</b>	Routed for Review : Submitted For Review
<b>Status:</b>	Under COI Office Review	<b>Reporter:Created:</b>	deminkto:03/11/2016
<b>Last Updated:</b>	01:29 PM 03/11/2016	<b>Disclosure Number:</b>	1000697357

- Exit the KC application by clicking the **close** action button at the bottom of the screen.